I. Planning for fall event
   - date and venue
   - formats
     - workshop
     - lecture
     - response
     - reception with digital displays
     - extracurricular
   - participants
     - keynote speaker
     - respondent
     - exhibitors
     - reviewers
   - audience
     - humanities faculty and graduate students
     - CS / media faculty and graduate students
     - regional / national audience?
   - tasks
     - build timetable
     - reserve space
     - lock in dates with deans, HI & others
     - invite speaker(s) and make travel reservations
     - select caterer, event hotel
     - identify theme for conference
     - develop message for postcard and web invitations
     - develop paper and web programs
     - arrange videotaping?
     - develop extracurricular programming
     - ensure presence of campus (+Bflo) press
     - parcel out the work

II. Review and critique of spring semester
   - TEI/XML training
   - initial meetings
   - wiki, listserv
   - appointment of steering committee
   - drafting of governance documents
   - drafting of call for proposals
   - evaluation of proposals
   - two work-in-progress / four projects presented

III. Programming for 2008-09 year
   - fall event
     - regular events
       - work in progress
       - working groups
       - project clinic
       - funded projects
       - external meetings
         - TEI
         - Bamboo